

STUDENT INSTRUCTIONS FOR THE CERTIFICATION EXAMINATION

The certification examination process (including the retest) **MUST** be completed within one (1) year of the completion of your Commission's mandated basic training track courses, regardless of your graduation date.

Requests for a specific accommodation for a disability must be made in writing to the Commission. At least 60 days is required for consideration of such requests. For further information, contact the Standards and Training Section at 517-322-6525. The Commission follows the requirements of all applicable legislation.

To be admitted to the test, you MUST have ALL of the following:

1. This form, with an appropriate authorized signature;
2. A valid driver's license (if no picture appears on your license, you must also present pictured identification);
3. Current, valid passing scores on the commission's Reading & Writing exam and the Physical Ability exam.

It is important to verify your eligibility with your college or training director prior to traveling to the test site.

RESULTS NOTIFICATION: You will receive only a pass/fail score for this exam. After all verification has been completed, you will receive a letter notifying you of the status of your certification. You will not receive a separate exam results notification. Allow three (3) to four (4) weeks of notification. If you fail the initial administration of the exam, you will receive written notification within two weeks after the date of the initial exam administration.

TESTING SCHEDULE (November 2002 to December 2003)

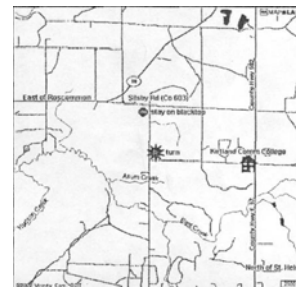
<u>Date 2002</u>	<u>Location</u>	<u>Time</u>	<u>Date 2003</u>	<u>Location</u>	<u>Time</u>
November 13	MSPTA	5:30 p.m.	May 21	MSPTA	5:30 p.m.
December 18	MSPTA	5:30 p.m.	June 13	KLCC	10:00 a.m.
			June 18	MSPTA	5:30 p.m.
			July 18	KLCC	10:00 a.m.
			August 15	KLCC	10:00 a.m.
			October 1	MSPTA	5:30 p.m.
			October 17	KLCC	5:30 p.m.
			November 19	MSPTA	5:30 p.m.
			December 17	MSPTA	5:30 p.m.

<u>Date 2003</u>	<u>Location</u>	<u>Time</u>
January 29	MSPTA	5:30 p.m.
February 19	MSPTA	5:30 p.m.
March 14	KLCC	10:00 a.m.
April 2	MSPTA	5:30 p.m.
May 16	KLCC	10:00 a.m.

The **MSPTA** location is the Michigan State Police Training Academy, 7426 N. Canal Rd., Lansing. The **Kirtland** location is Kirtland Community College, Administration Building, Room 135, 10775 N. St. Helen Road, Roscommon, Michigan.



MSPTA: Take the Lansing Road Exit 98A from I-96. Go to Canal Rd., and turn North to the Academy



Kirtland: From I-75 going North take St. Helen Exit 222 & go north to F97 to the school: from I-75 South. Take the Roscommon Exit 244 to town and go North (left) on M-18 – 6 mi. & follow the signs: from US27 North. Take Military Rd. Exit to town & go north on M18 – 6 mi. to signs.